

January 31, 2008

Reference Request for Proposals PROPERTY MANAGEMENT, Louisiana Housing Finance Agency, which was scheduled to open at January 7, 2008.

This addendum provides additional detailed information concerning the properties subject to the original RFP.

The addendum is adding/subtracting language and detail to the certain aspects of the original RFP.

THE ADDENDUM IS HEREBY OFFICIALLY MADE A PART OF THE REFERENCED REQUEST FOR PROPOSALS

The following section on page 1, paragraph two has added additional paragraphs to read as follows:

1.1.1 Purpose

Updated: The Willowbrook apartments are 408 units located at 7001 Bundy Road, New Orleans, Louisiana. The unit mix consists of Two hundred and sixteen (216) one bedroom units and one hundred ninety-two (192) two bedroom units on 17 acres of land. The property includes two pools, one main clubhouse and three laundry facilities.

The property is currently under HUD restrictions relating to rental availability and income level restrictions:

In addition, the covenants, if any, set forth in this Deed relating to Section 8 assistance shall be enforceable by any tenant or applicant eligible for assistance under the Section 8 program

NONDISCRIMINATION AGAINST SECTION 8 CERTIFICATE HOLDERS AND VOUCHER HOLDERS

In order to comply with Section 204 of the Housing and Community Development Amendments of 1978, 12 USC Section 1701z-12, as amended the Vendee, for itself, its successors and assigns, agrees not to unreasonably refuse to lease a dwelling unit offered for rent, refuse to offer or sell cooperative stock, or otherwise discriminate in the terms of tenancy or cooperative purchase and sale because any tenant or Grantee is the holder of a Certificate of Family Participation or a Voucher under Section 8 of the United States Housing Act of 1937 (42 USC Section 1437f), or any successor legislation (hereinafter referred to as "Section 8"). This provision is limited in its application for tenants or applicants with Section 8 Certificates or Vouchers, to those units which rent for an amount not greater than 120 percent of the Section 8 fair market rent for a comparable unit in the area as determined by the Vendor.

This covenant shall bind the Vendee, its successors, assigns, and purchasers for value, for a period equal to the rental/cooperative use restriction, which is thirty (30) years from the date of this Act of Sale. In the event of a breach or a threatened breach of this covenant, the Vendor, his successors in office and/or one or more third-party beneficiaries, shall be entitled to institute legal action to enforce performance and observance of such covenant and to enjoin any acts which are violative of such covenant. For the purposes of this covenant, a third-party beneficiary shall be any person who holds a Certificate of Family Participation or a Voucher under Section 8 or any equivalent document under successor legislation.

OCCUPANCY BY LOW-AND MODERATE-INCOME PERSONS OR FAMILIES

1. The Purchaser covenants that eighty (80) units in the Property shall be maintained as housing for low- and moderate- income persons or families, which shall be defined as follows:

Families, elderly, or handicapped individuals with adjusted annual gross income at or below eighty (80) percent of the median income for the area.

2. This covenant shall continue in effect for a period of thirty (30) years from the date of this Deed, or such earlier time as HUD may specify in writing. During such period if the number of units occupied by low- and moderate- income persons or families falls below the number of units specified in paragraph (1) above, the Purchaser must seek to rent a sufficient number of units to low- and moderate- income persons or families to comply with paragraph (1).

The following paragraph page 2 subheading 1.3 has been revised reflecting a change in proposal opening dates and award dates.

1.3 Schedule of Events

Updated:	<u>Date</u>	
1. RFP published and posted to the LHFA Website.	12-14-07	Confirmed
2. Addendum published and posted	02-07-08	
3. Proposal Opening date	03-05-08	Updated
4. Notice of Intent to Award	03-12-08	Updated
5. Contract Initiation	03-12-08	Updated

The following paragraph page 15 subheading 2.6.2 has been revised to read as follows.

2.6.2 Technical

Update: No evaluation will be considered of any firm that is unable to demonstrate to the satisfaction of the evaluation team that the firm has successfully managed a minimum of three residential complexes consisting of at least 200 units in each of the past three years for other property owners. The firm must have a direct contractual agreement for the referenced properties and the scope of property management services must be at least as extensive as the services required by this RFP.

Each Proposer should address how their company will meet all the requirements of this RFP including information demonstrating the Proposer's financial stability (financial statements, annual reports, or similar data for the last three years), information demonstrating the Proposer's understanding of the nature and scope of this project with particular attention to

- Staffing: The Proposer shall also provide:
 - a. The size and experience of the corporate staff pool from which staff assigned to the management contract can be drawn.
 - b. ~~The level of staff to be assigned to this project. Identified staff must have direct property management related experience.~~
 - c. ~~The composition of the staff team the Proposer shall dedicate to this assignment including:~~
 - i. ~~The names of the employees in the area responsible for this contract,~~
 - ii. ~~Their function in the company, title, and number of years service with the Proposer's firm.~~
 - iii. ~~Detailed resumes for the specific individuals designated to work on this contract, specifying educational and work experiences deemed relevant to the type of work to be undertaken.~~
 - d. The name of the person designated as the "Project Leader" who will be responsible for the coordination of work efforts of the other individuals. Information to be provided regarding the project leader is to include:
 - i. Length of career in providing Property Management Services
 - ii. Professional designations
 - iii. Number and size of properties managed in the last three years

e. Indicate the anticipated volume of work to be performed directly and to be subcontracted. ~~Where any subcontractor shall be utilized in a particular discipline describe, if known, the subcontractor's qualifications in detail.~~

- References: The Proposer shall also provide:

Each Proposer must submit a list of at least three (3) references documenting its experience including the following information for all property management services provided over the last three years, or currently in process:

a. A listing of all complexes where the Proposer is the property manager highlighting those properties that have leases with the State of Louisiana or other governmental organizations.

b. Firm's list of notable accomplishments including name of entity or company serviced, transaction size, level of difficulty, and dates from onset to conclusion.

c. Team personnel assigned to the project.

d. Name and Title of Reference.

e. Telephone number(s).

Include a contact person and telephone number for each reference.

LHFA retains the right to request any additional information pertaining to the Proposer's ability, qualifications, and procedures used to accomplish all work under the contract as it deems necessary to ensure safe and satisfactory work.

- Information demonstrating the Proposer's financial stability (financial statements, annual reports, or similar data for the last three years).
- Information demonstrating the Proposer's understanding of the nature and scope of this project.

Any other information deemed pertinent by the Proposer including terms and conditions which the Proposer wishes the Agency to consider.

ACKNOWLEDGEMENT: If you have already submitted your proposal and this Addendum does not cause you to revise your proposal, you should acknowledge receipt of this Addendum by identifying your business name and by signing where indicated. You may return this Acknowledgement to:

Louisiana Housing Finance Agency
2415 Quail Drive
Baton Rouge, LA 70808
Attn: Keith Cunningham c/o Melanie Brocato
Re: Response to RFP for Property Managers
Voice: 225.763.8700
Fax: 225.763.8710
Website: www.lhfa.state.la.us
E-mail: kcunningham@lhfa.state.la.us

The State reserves the right to request a completed Acknowledgement at any time. Failure to execute an Acknowledgement shall not relieve the Proposer's responsibility of complying with the terms and condition of the Request for Proposal and subsequent addendum.

Addendum Acknowledged/No Changes:

COMPANY NAME	SIGNATURE	DATE
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REVISIONS: If you have already submitted your proposal and this Addendum requires you to revise your proposal, you must indicate any changes below, identify your business name and sign where indicated. Revisions shall be delivered prior to the proposal opening date by mail or courier to:

Louisiana Housing Finance Agency
2415 Quail Drive
Baton Rouge, LA 70808
Attn: Keith Cunningham c/o Melanie Brocato
Re: Response to RFP for Property Managers
Voice: 225.763.8700
Fax: 225.763.8710
Website: www.lhfa.state.la.us

Proposal Submission deadline shall not be considered and Proposer shall be held to their original proposal.

REVISIONS:

COMPANY NAME	SIGNATURE	DATE
2415 QUAIL DRIVE • BATON ROUGE, LA 70808 (225) 763-8700 • Fax (225) 763-8710		

